



**Secretary's Harassment, Hazing, and Bullying Prevention Advisory Council**  
**Agency of Education – The Cavern Conference Room**  
**1311 U. S. Route 302 – Berlin, Barre, VT 05641**  
**May 6, 2013**

**MINUTES**

**PRESENT:**

*Council Members: Tracey Tsugawa, Kim Brittenham, Kathy Johnson, Charles Johnson, Jeff Francis, Ken Page, Jeff Fannon, Henri Sparks, Mill Moore, Barbara Crippen, Nicole Mace, Armando Vilaseca*

*AOE: Mike Bailey, Sigrid Olson, Maureen Gaidys*

*via LNV: Griffin Thomas, Lexie Federhen*

**AGENDA:**

Reviewing recommendations from each working group, reviewing priority focus areas identified last fall, and discussing student appointments.

**STUDENT LEADERSHIP UPDATE:**

Griffin shared his proposal (attached) and explained that the student leadership committee had been discussing a student-led conference centered on student leadership with a focus on bullying and harassment: how to recognize it, combat it, and work with teachers and administrators around such issues. It would be a one-day conference for high school students, held at a local college or high school.

The group discussed the role of the HHB Advisory Council in relation to this proposed conference. Crippen suggested running it through an organization, since it is a large undertaking and AOE resources are limited. K. Johnson spoke about the Anti-Defamation League (ADL) and its willingness to partner with the Agency of Education and other interested organizations (VSBIT and VAMLE were suggested). ADL would handle the registration, marketing and logistical work, but it would not be an entirely student led conference. ADL put a hold on November 7, 2013 at the Capitol Plaza for such a conference. K. Johnson reiterated that ADL is interested in partnering with Outright VT and other interested organizations and that they are very excited about the possibility of coming back to Vermont. In addition to having experience, they also have ample support and access to many local donors.

Page requested that there be emphasis put on results and that goals are clearly defined. Brittenham identified the primary goal as generating student leaders. Fannon asked what kind of attendance was expected; K. Johnson estimated the capacity at 425.

Francis added that a one-day conference makes things dramatically easier in terms of logistics. He suggested that we get an endorsement from the Advisory Council for the concept, identify a lead planning team, and allow them the latitude to make the plan and bring it back for affirmation and then use all of our organizations to promote this conference. Tsugawa solicited council members interested in serving on the steering committee. K. Johnson, Thomas, and Mace volunteered. Chair Tsugawa asked the rest of the council to forward any names of other parties interested in partnering and/or participating in the steering committee to her.

Brittenham cautioned that direction towards a student-informed conference vs. student-led, which was not where this group started. She suggested getting more students to participate in the steering committee. Chair Tsugawa charged the steering committee with getting more student involvement on this committee.

The Council unanimously agreed to endorse the conference. Tsugawa asked the steering committee to start work very soon, as this will require summer work if it is planned to be a November event.

## **TEACHER TRAINING GROUP UPDATE:**

Emerging Recommendations: Two meetings have taken place since the last full council meeting. These meetings addressed school bus driver training and the ROPA updating process.

### **Bus Driver Training**

The first meeting was with Patrick McManamon, program specialist for DMV who oversees the training of instructors who train school bus drivers, and the discussion covered issues and suggestions for improvement in school bus driver training. McManamon shared that school bus drivers are trained for 8 hours every 4 years, with minimal time on student management issues. McManamon is working on the curriculum for training instructors who will in turn go out and train school bus drivers. There is a three-day training planned at the end of June and he for help in training instructors on bullying and harassment issues as well as basic information (HHB 101) to include in the training manual.

McManamon also inquired about possible changes in school transportation policies to include information about bullying and harassment requirements. Mace offered that VSBA provides model policies for school districts include two required transportation policies: 1) Drug and alcohol testing of transportation employees and 2) Whether or not the district will offer transportation and on what basis they will make those decisions, neither of which addresses bullying and harassment issues. Mace suggested asking the data committee to collect information about school bus experiences with bullying and harassment; such data would be valuable to support any suggested policy change recommendations from the council.

Regarding student experiences on buses, Thomas offered that a better way to report is needed as there is little accountability and consequences fall through the cracks. Federhen concurred. Student leadership on the buses is also lacking. C. Johnson questioned whether behavioral expectations are communicated regularly to students who ride the buses. Francis commented that C. Johnson's question is an important one and he further asserted that any driver would likely welcome student riders having clear expectations communicated to them.

Tsugawa shared that she has been in contact Randy Ross, Director of the New England Technical Assistance Center (NETAC) at Brown University and she has been working on a school climate survey. It is presently being piloted in the Springfield school district and a couple of school districts in Maine. Ms. Ross is supposed to send the survey to Tsugawa next week. Tsugawa will forward that information to the data collection workgroup. She further stressed that NETAC is only collecting the data; analysts need to be identified. Brittenham suggested the Castleton Bullying Institute for analyzing data. They have been known to give in-kind donations, although we may not qualify for such.

### **Results-Oriented Program Approval (ROPA)**

The second meeting was with Ellen Baker, UVM and Sarah Cloud from AOE to talk about the ROPA revision approval process and how the council might provide input into that process.

The ROPA process is a performance based approach to the review of educator preparation programs offered by state institutions of higher education. The Vermont Standards Board for Professional Educators (VSBPE) oversees the ROPA process and determines approval status. Every 5 years, ROPA has to revise its rubric for setting standards and assessing teacher training programs. INTASC (Interstate Teacher Assessment and Support Consortium), of which Vermont is now a member, has come up with national standards for core teaching. Vermont will be adapting the INTASC standards for the ROPA process and the rubric they are developing for reviewing and assessing teacher training programs in Vermont. Cloud, AOE ROPA Consultant, is coordinating this revision process and it is very timely that we are in contact with ROPA now because it is a real opportunity for us to provide specific recommendations on how to include HHB in their teacher training programs. ROPA cannot mandate curriculum, but through the rubric and its revision, this workgroup can make recommendations that will affect and ensure that HHB is covered in teacher training programs.

Out of this conversation with Cloud and Baker came the recommendation that the council enlist some outreach to the VSBPE and the higher education community on why the proposed changes are important and to communicate that this change is coming very soon. The incoming class of 2015 will be required to comply with these new standards, so changes will need to be in place at the university level. This also points to the need for professional development on college campuses so that HHB information can be added to the curriculum in teacher training programs.

The work group is also recommending the creation of a statewide "Train the Trainer" training on HHB 101 to build capacity within supervisory unions and school districts to provide basic HHB 101 training to staff. A 3-4 day train the trainer institute could happen each summer.

In response to concerns raised about the identification and publication of designated employees in schools, Francis offered that as representatives of our respective organizations ask school districts to: 1) Select DEs and post their names in a prominent place 2) Recognize that training is insufficient and that there is a shortage of trainers and ask them to pick days and regions to train staff. Francis offered to sign a letter with Vilaseca to make this point.

Vilaseca stated that he will send a memo out to all superintendents and School Board chairs and 1) remind them of the model policy, 2) reiterate that they need to identify two employees and train them as "designated employees" and that they need to do so by September 1, 2013 and 3) alert them that there will be a survey later in the fall collecting this information.

Francis offered to join with VPA and VSBA and give these groups the heads up on this issue and offered to draft a letter.

Vilaseca stated that AOE will send out a reminder every September on the importance of complying with the naming and posting of DEs and encouraging this information to be accessible via the school's website.

### **APPOINTMENT OF STUDENT REPRESENTATIVES:**

In like of the difficulties of student representative attendance at council meetings, the group discussed options for student participation on the council moving forward. Suggestions included: moving meetings around to different schools, including student representatives from the schools that we visit, getting recommendations from teachers, school board members, superintendents, looking for students with leadership capabilities, more involvement of the school administration, using youth groups (Outright VT, Shades, etc.), and using the student recruitment piece as a strategy to raise awareness on HHB.

Crippen suggested coming up with a selection process so that students do not feel left out if not chosen. Brittenham, Fannon and C. Johnson volunteered to coordinate this effort and come up with some basic selection criteria. Federhen also agreed to participate.

Regarding the next full council meeting, the group decided that the last week of July might be best and a Meeting Wizard will be sent out. Suggested agenda items for the next meeting included: view the movie "Bully", hear recommendations from the data collection group, share the report from the conference steering committee, and receive an update on plans for student recruitment.

Tsugawa concluded with a prompting for working groups to schedule meetings before the next full advisory council meeting in July.

Meeting adjourned.

## **Harassment, Hazing and Bullying Prevention Advisory Council Student Leadership Committee Proposal**

**Proposal:** A student-led conference to educate and support Vermont High School Students on preventing and responding to bullying and harassment in their school communities.

**When:** Fall or Spring, depending on when a venue is available.

**Organization:** The student conference would last for one or two days and would be a collection of break-out sessions covering various aspects of bullying. Session topics would include:

- Defining and recognizing bullying/harassment
- The role of the bystander
- Cyber bullying
- Peer interaction/counseling
- Working with school boards and administrators
- Teaching peers and younger grades

The committee has discussed asking various organizations and/or college clubs around the state and region to lead these various sessions. These organizations include: Diversity and Equity (S. Burlington), Total School Program, Community Equality Coalition (Brattleboro), Hugh O'Brien Youth Leadership Group, World of Difference, Outright VT, Youth Ambassador Program, the Vergennes Resource Response Center, AmeriCorps Vista, Vermont Works for Women, Green Mountain Self Advocates, North East Kingdom Youth Advisory Council, Interact or Key Clubs, *and* Youth and Adults transforming Schools Together.

**Additional Goals:** The conference would also provide a venue for students and schools to highlight and share initiatives they are already pursuing in their communities.

**Location:** Ideally, the conference would take place on a college or high school campus. The idea of hosting it at a hotel has also been discussed; however cost considerations were an issue. We are hopeful that the space would be donated if we were to host the conference at a high school or public college within the state.

**Costs:** Costs would include the venue, food, insurance, staffing and planning of the conference. Cost of staffing can be reduced if we are able to find a volunteer chaperon (over the age of 21) for every 10 student (perhaps an educator from their respective schools?). The idea of a registration fee has also been discussed as a way to cover some of the costs associated with the conference.

**Sources of Funding and Support:** The committee has discussed applying for a Ben and Jerry's Grant as well as writing other grants. The Council has also been offered to partner with the Anti-Defamation League on a student conference they are planning to have in early November of 2013. If we were to partner with them, they have staff to organize and funding to execute the conference.

**Needs from Council:** An official endorsement, as well as help identifying any other organizations with potential to run sessions.

**Needs from AOE:** Support from Secretary, funding and logistical support.